

2015-2017 CLCP EAGL APPLICATION INSTRUCTIONS

The following instructions will explain how to complete and submit a 2015-2017 Community Litter and Cleanup Participation (CLCP) grant application in the online Ecology Administration of Grants and Loans (EAGL) grant management system.

Before you begin, you must create a Secure Access Washington (SAW) account and complete an EAGL registration form. You can find step-by-step instructions for registering here: [SAW Instructions](#).

TIPS:

If you need help navigating the system itself, training materials such as the EAGL External User's Manual are available online in EAGL as shown below.



The following screen shots are directly from the CLCP application that you will find in EAGL. Notations and directions in **BLUE** are added. Fields with a * are required to be filled out.

Please note, the EAGL text boxes do not accept formatted text. For the longer text boxes, it's recommended that you type up your answers in Notepad or Word first. Save your work as Plain Text, then "cut and paste" it into the EAGL text box. *(If you do not do this, you can lose text!)* The text boxes have a character limit shown at the bottom.

IMPORTANT: EAGL does not have a log out feature so if you are interrupted or need to leave in the middle of filling out an application hit the SAVE button located at the top of the application form you are working on and close out. Also, NEVER use the BACK ARROW key when trying to go back to a previous form or screen. ALWAYS click on the "Application Menu" at the top to get back to "Home".

If you have questions or need assistance, contact the Funding Program Administrator in your region:

Northwest Region: Steven Williams steven.williams@ecy.wa.gov 425-649-7048

Southwest Region: Ariona ario461@ecy.wa.gov 360-407-6351


Central Region: Rod Hankinson rhan461@ecy.wa.gov 509-454-7209

Eastern Region: Chase Davis cdav461@ecy.wa.gov 509-329-3506

Ecology Headquarters: Dawn Drake ddra461@ecy.wa.gov 360-407- 6112


Login to EAGL

SCREEN: MY HOME




DEPARTMENT OF
ECOLOGY
State of Washington

Ecology's Administration of Grants & Loans (EAGL)



[My Home](#) | [My Applications](#) | [My Reports & Payment Requests](#) | [My Training Materials](#) | [My Organization\(s\)](#) | [My Profile](#)

[SHOW HELP](#)



Welcome ArionaSAW
Authorized Official
[Change My Picture](#)


Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.

- > Applying for an Opportunity
- > Using System Messages
- > Understanding your Tasks
- > Managing your awarded grant

Please take note! This is every Monday.

The system will undergo maintenance on Mondays from 2:00-3:00 PM.
Please save your work and exit the system prior to this time in order to avoid losing data.
Thanks for your patience.


Hello ArionaSAW, please choose an option below.




View Available Opportunities

You have **40** My Opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

[VIEW OPPORTUNITIES](#)




Click "View Opportunities" and scroll down to Community Litter Cleanup



My Inbox

You have **50** new messages.
Select the **Open My Inbox** button below to open your system message inbox.


[OPEN MY INBOX](#)



My Tasks

You have **21** new tasks.
You have **0** tasks that are critical.
Select the **Open My Tasks** button below to view your active tasks.

[OPEN MY TASKS](#)



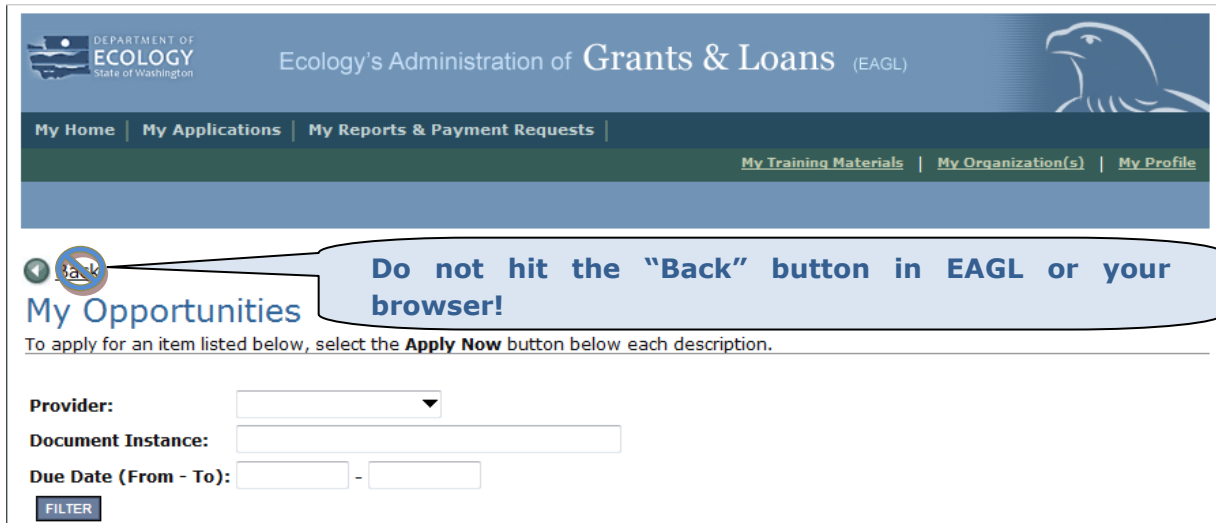
[Top of the Page](#)

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SCREEN: MY OPPORTUNITIES

Remember, do not hit the "Back" button in EAGL or your browser! The back button is a feature of the original program but does not work in the EAGL version.

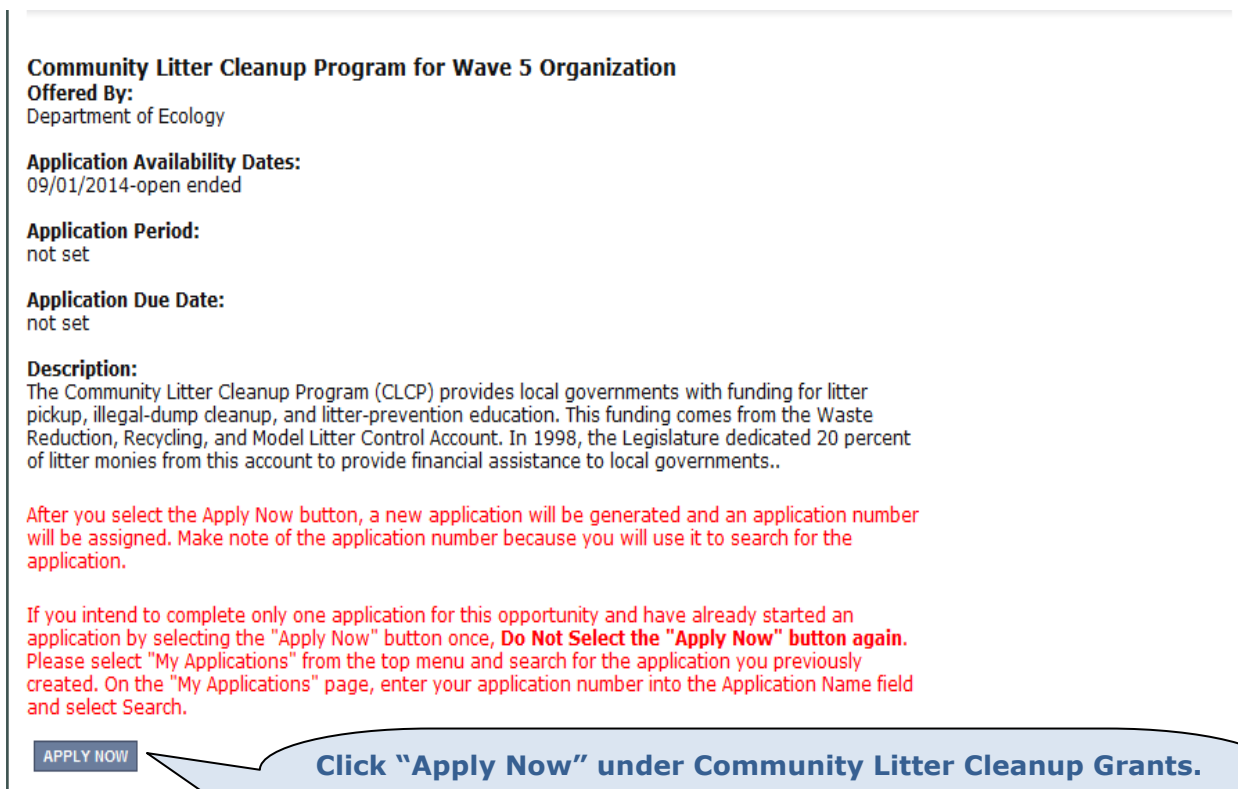


The screenshot shows the top navigation bar of the Ecology's Administration of Grants & Loans (EAGL) system. The header includes the Department of Ecology logo and the text 'Ecology's Administration of Grants & Loans (EAGL)'. Below the header is a menu with links: 'My Home', 'My Applications', 'My Reports & Payment Requests', 'My Training Materials', 'My Organization(s)', and 'My Profile'. A large blue callout bubble with a 'Back' button icon and a red 'X' over it contains the text: 'Do not hit the "Back" button in EAGL or your browser!'. Below the callout, the page title 'My Opportunities' is displayed, followed by the instruction: 'To apply for an item listed below, select the **Apply Now** button below each description.'

Provider:

Document Instance:

Due Date (From - To): -



The screenshot shows the details of a specific opportunity: 'Community Litter Cleanup Program for Wave 5 Organization'. The page lists the following information:

- Offered By:** Department of Ecology
- Application Availability Dates:** 09/01/2014-open ended
- Application Period:** not set
- Application Due Date:** not set
- Description:** The Community Litter Cleanup Program (CLCP) provides local governments with funding for litter pickup, illegal-dump cleanup, and litter-prevention education. This funding comes from the Waste Reduction, Recycling, and Model Litter Control Account. In 1998, the Legislature dedicated 20 percent of litter monies from this account to provide financial assistance to local governments..


After you select the Apply Now button, a new application will be generated and an application number will be assigned. Make note of the application number because you will use it to search for the application.

If you intend to complete only one application for this opportunity and have already started an application by selecting the "Apply Now" button once, **Do Not Select the "Apply Now" button again.** Please select "My Applications" from the top menu and search for the application you previously created. On the "My Applications" page, enter your application number into the Application Name field and select Search.

Click "Apply Now" under Community Litter Cleanup Grants.


Please note it is easy to accidentally create multiple applications. You should select the "Apply Now" button ONE TIME ONLY for each project.

SCREEN: APPLICATION MENU



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Ecology's Administration of Grants & Loans (EAGL)



[My Home](#) | [My Applications](#) | [My Reports & Payment Requests](#)


[My Training Materials](#) | [My Organization\(s\)](#) | [My Profile](#)

[SHOW HELP](#)




Application Menu

Document Information: [W2RCLCP-1517-Wave5-00011](#)

 [Details](#)


Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Wave 5 Organization	Authorized Official	Application In Process	N/A - N/A N/A



View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.


[VIEW FORMS](#)



Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.


[VIEW STATUS OPTIONS](#)



Access Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.


[VIEW MANAGEMENT TOOLS](#)



Examine Related Items

Select the **View Related Items** button below to view related items such as claims, messages, etc.

[VIEW RELATED ITEMS](#)

 [Top of the Page](#)

This is your application number. You must write this down so you can easily search for it later.

Go to "View, Edit, and Complete Forms" and select "View Forms" to begin filling out the application.

SCREEN: APPLICATION MENU - FORMS

The screenshot shows the 'Application Menu - Forms' page in the EAGL system. The header includes the Department of Ecology logo and navigation links like 'My Home', 'My Applications', and 'My Reports & Payment Requests'. A callout points to a link in the 'Document Information' section, stating: 'You can return to the Application Menu from any screen by selecting this link.' Below this, a table titled 'Forms' lists various documents. A callout points to the '1517 Community Utter Cleanup Program Guidelines' link, stating: 'Here are the CLCP Guidelines and application instructions. They will open up in another window.' Another callout points to the 'General Information' link under 'Application Forms', stating: 'These are the application forms that you need to complete. Click on General Information to begin.' The footer includes a 'Top of the Page' link and copyright information.

Application Menu - Forms
Please complete all required forms below.

Document Information: [W2RCLCP-1517-Wave5-00011](#)
[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
	Funding Program Guidelines			
	1517 Community Utter Cleanup Program Application Instructions			
	1517 Community Utter Cleanup Program Guidelines			
	Application Forms			
	General Information			
	Recipient Contacts			
	Project Information			
	Proposed Budget			
	Application for Tools and Trucks			
	Proof of Coordination			
	Uploads			

[Top of the Page](#)
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Save your work as you go. If the form is not completed when you select "Save", you may receive a page error message like this:

Page Error(s)
Expiration Date is required
Expiration Date cannot be before the Effective Date

Don't worry, EAGL will still save your work and allow you to finish the form later.

FORM: GENERAL INFORMATION

 **DEPARTMENT OF ECOLOGY**
State of Washington

Ecology's Administration of Grants & Loans (EAGL)



[My Home](#) | [My Applications](#) | [My Reports & Payment Requests](#) | [My Training Materials](#) | [My Organization\(s\)](#) | [My Profile](#)

[SAVE](#) [CHECK GLOBAL ERROR](#)

 **Document Information:** [W2RCLCP-1517-Wave5-00011](#)
[Details](#)

You are here: > [Application Menu](#) > [Forms Menu](#)

GENERAL INFORMATION

Instructions:
Please fill in the appropriate fields.
Required fields are marked with an *.
When done, click the **SAVE** button.

Project Title *

Project Short Description

This is a pre-populated field.

 0 of 500

Project Long Description

This is a pre-populated field.

 0 of 4000

Total Cost +* **Total Eligible Cost** +*

Effective Date +* **Expiration Date** +*

Ecology Program

Project Category *







Will Environmental Monitoring Data be collected?


Overall Goal

Write your overall goal here. (No special characters – write in plain text.)

 0 of 1000

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	General Information			
	Recipient Contacts			
	Project Information			
	Proposed Budget			
	Application for Tools and Trucks			
	Proof of Coordination			
	Uploads			

 [Top of the Page](#)

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Save often!

Key in the title "CLCP 2015-2017 grant"

This is a pre-populated field.

This is a pre-populated field.

Hover your cursor over the "+" symbol for instructions on these fields.

Write your overall goal here. (No special characters – write in plain text.)

After completion of the above area, SAVE the form. After SAVING proceed to next form. You can navigate here.

FORM: RECIPIENT CONTACTS

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My Home | My Applications | My Reports & Payment Requests

My Training Materials | My Organization(s) | My Profile

SAVE CHECK GLOBAL ERRORS

Document Information: [W2RCLCP-1517-Wave5-00011](#)
[Details](#)

You are here: > [Application Menu](#) > [Forms Menu](#)

RECIPIENT CONTACTS

Instructions:

Please select an individual from your organization for each contact type.
Required fields are marked with an *.
When done, click the SAVE button.

Project Manager

Authorized Signatory

Billing Contact

Each of these contacts will have to be registered in EAGL. You may identify the same person for multiple roles.

Other recipient signatures on printed agreement

To Add a Row
Enter a name and title.
When done, click the **SAVE** button.
After SAVE, a new row will appear.

To Delete a Row
In the **To Delete** column, click the **X** button.
When done, click the **SAVE** button.
After SAVE, the row will be deleted.

Name	Title
<input type="text"/>	<input type="text"/>

Only one signatory must be registered in EAGL. Additional signatories may be entered here. This allows their name to be added to the signature line on the final grant. Additional signatories are not required to be registered in EAGL.

Navigation Links


Status	Page Name	Note	Created By	Last Modified By
	General Information			
	Recipient Contacts			
	Project Information			
	Proposed Budget			
	Application for Tools and Trucks			
	Proof of Coordination			
	Uploads			

After completion of the above area, SAVE the form. After SAVING proceed to next form. You can navigate here.

FORM: PROJECT INFORMATION



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State of Washington

Ecology's Administration of Grants & Loans (EAGL)



[My Home](#) | [My Applications](#) | [My Reports & Payment Requests](#) | [My Training Materials](#) | [My Organization\(s\)](#) | [My Profile](#)

[SAVE](#) [CHECK GLOBAL ERROR 8](#)


Document Information: [W2RCLCP-1517-Wave5-00011](#)

[Details](#)

You are here: > [Application Menu](#) > [Forms Menu](#)

PROJECT INFORMATION

*Amount of Funds Requested

*Goal Statement 


Fill out the Goal Statement here.

0 of 500

*Project Description
Identify all partners in the project and the roles they play. Also, demonstrate how you will proceed in detailing how each phase of the project will occur; collection, schedule, transport, disposal, etc. how you will coordinate with other litter control groups (EYC, WSDOT, WDOC)

Fill out the Project Description here.

0 of 3000

*Eligible Costs 

Fill out the Eligible Costs here.

0 of 500

*Community Investments
List all partners committed to the project, including volunteers and other participants, donated goods, waived tipping fees etc. These demonstrate the degrees of local cooperation and investment.

Fill out the Community Investments here.

0 of 1500

Estimated / Expected Outcome / Impacts
Estimate what the project will accomplish. These are the same measures you will be required to track and report regularly.

For Litter Pickup and Illegal Dump Cleanup *

Road Miles to be cleaned

Acres to be cleaned

Illegal dumpsites to be cleaned

Pounds of material recycled

Pounds of litter collected

Pounds of debris from illegal dumps

Supervisor Hours

Total Crew Hours

Fill out all of the Expected Outcomes

For Education and Information
Describe what you will accomplish through education efforts. For Example, a 25 percent decrease in the amount of litter found on roadways or parks or a decrease in the amount of debris illegally dumped. Be sure to pick something you can measure.

If you are doing any litter prevention or education outreach, describe here.

0 of 500

* Ecology recognizes that at this time you may not be able to estimate the amounts of material you will clean up but you need to be aware that Ecology will expect you to measure these for your progress reports.

FORM: PROPOSED BUDGET



Ecology's Administration of Grants & Loans (EAGL)
 

[My Home](#) | [My Applications](#) | [My Reports & Payment Requests](#) |

[My Training Materials](#) | [My Organization\(s\)](#) | [My Profile](#)

[SAVE](#) [CHECK GLOBAL ERROR](#)



Document Information: [W2RCLCP-1517-Wave5-00011](#)

[Details](#)

You are here: > [Application Menu](#) > [Forms Menu](#)

PROPOSED BUDGET

Instructions:

Please fill in the appropriate fields.
Required fields are marked with an *
When done, click the **SAVE** button.

Use this section to show your estimate costs and contributions. Show the total value of community investment, the total amount of Ecology funds requested, and the total cost of all the projects.

Values must be rounded to the nearest dollar with no dollar sign, comma or decimal.


Estimate all costs and contributions and fill in the chart below. Enter the total value of community investment and the total amount of Ecology funds requested, and the total cost of all the projects.

When finished remember to **SAVE**.


Cost Categories	Litter Cleanup Activities		Illegal Dump Cleanup		Education / Outreach		Totals	
	Ecology \$	Value of community	Ecology \$	Value of community	Ecology \$	Value of community	Ecology \$	Value of community
Administration (Ecology share not to exceed 10% of total grant amount)								
Equipment, Tools, and Supplies (List individually, should not include Tools and								
Disposal Costs								
Crew Supervisor Salaries/Benefits (cannot include correction crews)								
Paid Crew Salaries/Benefits								
Litter Prevention Education/Outreach(List individual costs if known)								
Other (Add description below)								
Totals \$								

If Other, Describe

FORM: TOOLS AND TRUCKS

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State of Washington

Ecology's Administration of Grants & Loans (EAGL)



My Home | My Applications | My Reports & Payment Requests |

My Training Materials | My Organization(s) | My Profile

SAVE

CHECK GLOBAL ERRORS



Document Information: [W2RCLCP-1517-Wave5-00011](#)

[Details](#)

You are here: > [Application Menu](#) > [Forms Menu](#)

APPLICATION FOR TOOLS AND TRUCKS

Instructions

Please fill in the appropriate fields.
Required fields are marked with an *.
When done, click the **SAVE** button.

Enter the total amount of funds requested from the 'budget total' in the form above (Ecology \$). Award is contingent on funding availability.

Award is contingent on funding availability

* Amount Requested

To Add a Row

Enter a tool/equipment and estimated cost
When done, click the **SAVE** button.
After SAVE a new row will appear
Repeat these steps for each location

To Delete a Row

In the row you want to delete, remove the information both textboxes for that row
When done, click the **SAVE** button.
After SAVE the row will

Enter tools, vehicles, or equipment to be purchased and the estimated cost of each of them individually here. When finished remember to SAVE.

* Tools/Equipment to be purchased	Estimated Cost
<input type="text"/>	<input type="text"/>

* What will each item be used for and how will each item benefit the collection of litter and illegally dumped material in your county. Please be as specific as possible.

Describe how each item will be used to benefit the collection of litter and illegally dumped material in your county.

0 of 2000

At the end of each form always remember to select the **SAVE** button located at the top of the form!

FORM: PROOF OF COORDINATION

County solid waste planning authorities, responsible for developing county-level comprehensive solid waste management plans, need to coordinate with and approve all applications of CLCP grant applicants within the county. A 'Proof of Coordination' form will need to be completed for all applicants other than county solid waste planning authorities and uploaded to EAGL as part of the application process.

NOTE: County solid waste planning authorities do not need to submit the Proof of Coordination form if they are also applying for a CLCP grant.



Document Information: [W2RCLCP-1517-Wave5-00011](#)

[Details](#)

You are here: > [Application Menu](#) > [Forms Menu](#)

PROOF OF COORDINATION

Instructions:

Please fill in the appropriate fields.
Required fields are marked with an *.
When done, click the **SAVE** button.

*Upload Proof of Coordination

Click the Browse button
Select your file
Click Save, your file will appear in the List of uploaded documents
Repeat for each file
To Delete a file, select the Delete checkbox next to the file and click SAVE

All CLCP grant applicants need to coordinate with their County Solid Waste Planning Authority on their CLCP project plans. First print the Proof of Coordination form. Fill in all required fields and have appropriate parties sign. Use this link to get to the form.

Link to form:

After the form is signed, save your document electronically and then upload the proof of here.

FORM: UPLOADS



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State of Washington

Ecology's Administration of Grants & Loans (EAGL)



[My Home](#) | [My Applications](#) | [My Reports & Payment Requests](#) | [My Training Materials](#) | [My Organization\(s\)](#) | [My Profile](#)[SAVE](#) [CHECK GLOBAL ERROR](#)

Document Information: [W2RCLCP-1517-Wave5-00011](#)

[Details](#)

You are here: > [Application Menu](#) > [Forms Menu](#)

UPLOADS








Description

Attachments

	<input type="text"/>	<input type="button" value="Browse..."/>
	<input type="text"/>	<input type="button" value="Browse..."/>
	<input type="text"/>	<input type="button" value="Browse..."/>

You may upload additional documents here.

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	General Information			
	Recipient Contacts			
	Project Information			
	Proposed Budget			
	Application for Tools and Trucks			
	Proof of Coordination			
	Uploads			



[Top of the Page](#)

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HOW TO SEARCH FOR YOUR APPLICATION:

SCREEN: MY APPLICATIONS



My Applications

Use the search functionality below to find a specific Application.

Search Criteria

Application Types

Application Name

Person

Status

Organization

Year

Ecology Program

Under "Application Types" select CLCP Grant: 1517.

1. Enter your application number in "Application Name" field.
2. Under "Ecology Program" select Waste 2 Resources.
3. Hit "SEARCH". Your result will appear below.



[Top of the Page](#)

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SEARCH RESULTS:

Search Results

Export Results to Sort By

<input type="checkbox"/>	Ecology Program	Organization	Name	Current Status	Year
<input type="checkbox"/>	Waste 2 Resources	Wave 5 Organization	W2RCLCP-1517-Wave5-00010	Application In Process	1517



[Top of the Page](#)

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SUBMITTING YOUR APPLICATION

SCREEN: APPLICATION MENU



[Back](#)

Application Menu

Document Information: [W2RCLCP-1517-Wave5-00010](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Wave 5 Organization	Authorized Official	Application In Process	N/A - N/A N/A

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

[VIEW FORMS](#)

Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS OPTIONS](#)

Now, in order to submit your application you will select "View Status Options" under Change the Status.

Access Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

[VIEW MANAGEMENT TOOLS](#)

Examine Related Items

Select the **View Related Items** button below to view related items such as claims, messages, etc.

[VIEW RELATED ITEMS](#)

SCREEN: APPLICATION MENU – STATUS OPTIONS

The screenshot shows the top navigation bar of the EAGL system. On the left is the Department of Ecology logo. In the center is the text "Ecology's Administration of Grants & Loans (EAGL)". On the right is a stylized eagle head. Below this is a dark blue navigation bar with links: "My Home", "My Applications", and "My Reports & Payment Requests". Below that is a green navigation bar with links: "My Training Materials", "My Organization(s)", and "My Profile". At the bottom right is a "SHOW HELP" button.

[Back](#)

Application Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: [W2RPPG-1517-AppOrg2-00025](#)

[Details](#)

Possible Statuses

APPLICATION SUBMITTED

[APPLY STATUS](#)

APPLICATION CANCELLED

[APPLY STATUS](#)

Under "Application Submitted" select "Apply Status". And you are done!

NOTE: If you get a Global Error message after attempting submission, simply go back to the form that has the errors, make the correction, save the form and then re-submit.